

From the current Faculty Handbook:

XIII.B. Editorial Handbook Revisions: Editorial revisions include updates to the organizational structure, web addresses and names/titles as well as other similar non-substantive changes and may occur at the recommendation of any WKU employee. The process for editorial revision is as follows:

1. A recommendation for editorial revision is forwarded to the Senate Chair.
2. **The Senate Chair places the recommendation for editorial revision on the consent agenda for first meeting of the University Senate of the next academic year. The Senate shall at its first meeting of each academic year review each recommendation on the consent agenda.**

For each recommendation reviewed, the Senate may:

- a. Approve the recommendation to be immediately incorporated into the “official” Handbook (hard copy and online version); or
- b. Remove the recommendation from the consent agenda to the action agenda for discussion, and then:
 - i. Approve the recommendation to be immediately incorporated into the “official Handbook (hard copy and online version); or
 - ii. Disapprove the recommendation and return same to the referring person/committee with questions, comments or revisions. If the

Senate returns the recommendation to the referring person/committee, the revision process must be initiated again

pursuant to step "B/1" hereinabove.

4. The Senate will inform the Provost in writing of all editorial changes to the Handbook.

From the current Senate Charter regarding "Editorial" changes to the faculty handbook:

1) A proposal for editorial revision is forwarded to the Senate Chair.

2) The Senate Chair places the proposal for editorial revision on the consent agenda of the first next meeting of the University Senate.

3) For each proposed revision placed on the consent agenda, the Senate may:

a) Approve the proposed revision to be immediately incorporated into the official Handbook; or

b) Remove the proposed revision from the consent agenda to the action agenda

for discussion, and then:

i) Approve the proposed revision to be immediately incorporated by the

Handbook Committee into the official Handbook; or

ii) Disapprove the proposed revision and return same to the referring

person/committee with questions, comments or revisions.

If the Senate

returns the proposed revision to the referring person/committee, the revision process must be initiated again as in step 1 hereinabove.